

# MANUFACTURING INDUSTRY SERVICES PORTFOLIO



## **DOES YOUR BUSINESS ANALYSE RISKS BEFORE THEY BECOME A PROBLEM?**

- Many manufacturing companies mistakenly believe that they only have to worry about risk management after an incident, but the truth is you can start saving now by implementing risk evaluation checklists and guidance. We can provide you with overviews, customisable policies and other resources to protect your bottom line.

## **ARE YOUR EMPLOYEES PROPERLY TRAINED IN WORKPLACE SAFETY?**

- Safety isn't the responsibility of a single employee or manager—everyone at your business needs to be on board if you want to experience the benefits of a safe workplace. Use our training programme materials, industry-specific safety manual and employee-facing documents to ensure your employees are properly trained.

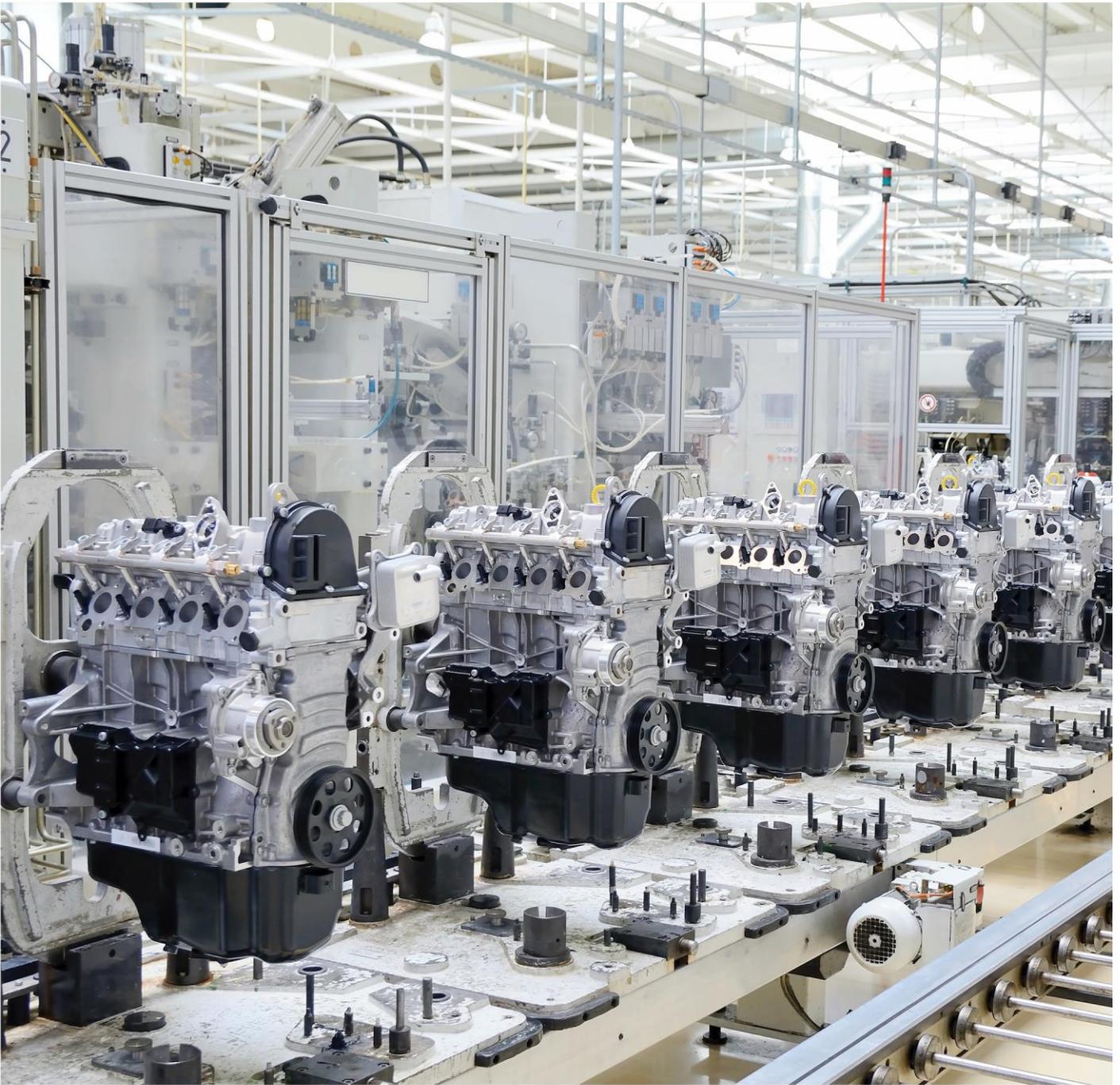
## **DOES YOUR BROKER KEEP YOU UPDATED ON THE LATEST IN INDUSTRY NEWS?**

- We're dedicated to the ongoing support of your business needs. We'll help keep you updated on industry-related news and insurance solutions with our Manufacturing Commercial Insurance Profile, as well as recent HSE news and prosecutions with our monthly HSE Safety Cornerstones newsletter.

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# Manufacturing Employee **SAFETY MANUAL**

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Provided by: Holloway & Gauntlet Insurance Services

**Legal disclaimer to users of this sample manual:**

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This employee safety manual is just a **SAMPLE** and needs to be edited and adapted. It is not exhaustive, nor is it a bespoke safety manual for your specific company. If you are planning to create, edit or adapt an employee safety manual, seek assistance from a recognised health and safety expert and/or the Health and Safety Executive.

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# Personal Protective Equipment Programme and Training Materials

Effective Date:

Revision #:



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NOTE: A PPE Safety Programme PowerPoint Presentation accompanies this document.

Prepared by:

Date:

Approved by:

Date:

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# Personal Protective Equipment Programme

Effective Date:

Revision #:



## Reference Standard

The Personal Protective Equipment at Work Regulations 1992 and the 2002 amendments require employers to supply and monitor that employees use personal protective equipment whenever there are risks to health and safety that cannot be adequately controlled in other ways.

Also be sure that all procedures are developed in accordance with provisions outlined in the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, and any other Acts or Regulations that may apply to your organisation.

## Purpose

This procedure establishes minimum PPE requirements to be followed when performing hazardous or potentially hazardous tasks.

## Scope

This programme applies to all employees, contractors and vendors performing work on company property as well as other individuals who are visiting or have business with .

## Responsibilities

Management is responsible for identifying potential or actual hazards, as well as establishing requirements for PPE. Management will review this programme at least annually and when equipment or facility additions/modifications cause changes in PPE requirements. Management will conduct, or instruct others to conduct, required training as outlined below. Both upper management and supervisors are responsible for enforcing this programme.

Employees must comply with all procedures outlined in this policy. There will be no charge for any required PPE. Contractors, vendors and other visitors are also required to follow all procedures outlined in this policy and must be clearly informed of this obligation.

## Definitions

**PPE:** Personal Protective Equipment – ‘all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety’. This includes gloves, eye protection, helmets, footwear, harnesses and more.

## Procedure

### Hazard Assessment

will conduct a hazard assessment to determine what dangers are present or are likely to be present that would require PPE. The assessment will consist of a walk-through survey of all work areas and a review of all employee duties to uncover hazards that may not be completely controlled by engineering or administrative approaches (See Appendix A). Employees will be able to access a summary of the assessment results from the programme administrator.



**UNITED KINGDOM**

# Workplace Health and Safety Guide



## *Plant and Equipment Inspections*

**Provided by:**

Holloway Insurance Services  
[www.hollowayinsurance.co.uk](http://www.hollowayinsurance.co.uk)

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As an employer, you need to ensure that your employees have a safe working environment, and part of that means conducting inspections on and maintaining work equipment. The purpose of an inspection is to identify whether work equipment can be operated, adjusted and maintained safely and to detect and remedy any issues before it results in a health and safety risk.

Not all work equipment needs a formal inspection and in many cases a quick visual check before use will be sufficient. However, a more detailed inspection is necessary for any equipment where significant risks to health and safety may arise from incorrect installation, reinstallation, deterioration or any other circumstances. In addition, depending on the type of equipment you have and the type of work you do, you may be subject to additional health and safety legislation requiring periodic inspections, such as for lifting equipment, pressure systems or local exhaust ventilation. The following is a general overview of inspection requirements.

## **General Work Equipment Inspections**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) (1999 in Northern Ireland) places duties on employers or the self-employed that own, operate or have control over work equipment. Work equipment is any machinery, appliance, apparatus, tool or device used in the workplace. This includes equipment that employees provide for their own use at work. The scope of work equipment is therefore extremely wide. The use of work equipment is widely interpreted as 'any activity involving work equipment', including 'starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning'.

PUWER Regulation 6 specifies the circumstances where inspection is required to ensure that healthy and safe conditions are maintained:

- Where the safety of work equipment depends on the installation conditions. The equipment should be inspected after installation and before first use and after any reassembly at new locations.
- At suitable intervals where work equipment is exposed to conditions causing deterioration liable to result in dangerous situations.
- Where there are exceptional circumstances that may have jeopardised the safety of the work equipment, such as major modifications, known or suspected serious damage and substantial changes in the nature of use.

### **Who Can Inspect**

Equipment can be inspected by anyone who has sufficient knowledge of and experience with the work equipment. The necessary level of competence will vary depending on the type and nature of the equipment. If you have a third party conduct the inspection, you should keep physical evidence of the inspection, such as an inspection report or, for smaller items, some form of tagging, colour coding or labelling system.

## Preparing for a Product Recall

Whether it be vehicles, pharmaceuticals or food products, what might risk managers learn from mass media cover of product recalls? For manufacturers of all types of consumer goods, this might serve as a wake-up call to the potential impact of a product recall and a lesson in how to prepare for potential exposures.

Product recalls or contamination can easily cost millions. In addition to the physical expense of a recall, falling sales due to poor consumer confidence, brand rehabilitation expenses and potential legal actions may also contribute to long-term losses.

Despite recall frequency and the potential for extraordinary costs, most companies don't adequately plan, prepare and practise for—or buy insurance to protect against—product recall events. In addition to proper insurance covers, careful planning is essential in managing the risk of a recall.

### Types of Exposure

There are two categories of exposure for a company faced with a product recall incident: first-party operational losses to the company and third-party liability losses to injured persons.

Unlike third-party losses, first-party loss is often overlooked. In addition to initial recall expenses, the potential long-term losses from the damage to a company's reputation and loss of sales may continue for months or even years. Since these losses can be catastrophic, this article focuses on ways to manage first-party incident exposures.

### Misconceptions and Considerations

It is a common misconception that product recall is covered under a general or product liability policy. Those covers do a good job of covering bodily injury and

property damage, but generally exclude contamination and recall events. The addition of a product contamination or product recall policy protects your bottom line by covering the direct costs of recall, but

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**Despite the frequency and high cost of recalls, most manufacturing companies do not adequately plan for and buy insurance to protect against product recall events.**

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transferring the risk is only one part of closing the recall exposure gap.

Regardless of size, every company offering consumer products—and those that offer products intended for commercial and industrial use—should establish solid product risk management policies and procedures for handling a recall or contamination event.

### Understanding Three Basic Perils

It's helpful to understand the three basic contamination perils when designing a risk management programme that provides the best protection for the least cost.

- *Malicious tampering* (intentional contamination) is prone to publicity, so it may seem common. In reality, malicious tampering is rare, but it tends to be a very severe loss. Managing this risk exposure can be difficult, as motives vary widely.
- *Accidental contamination* is an unintentional error in the manufacturing, packaging or storage of a product. This includes mislabelling of ingredients and contamination by a foreign object or chemical.

# Alternative Ideas for Return to Work Duties

## Manufacturing

Use this chart to find possible transitional job duties for recovering workers. The ideas presented here should be adapted to your own situation to help the returning employee be as productive as possible. Always evaluate the unique conditions of an employee's injury when assigning transitional duties.

Alternative Duty Options	Type of Injury		
	Back	Lower Extremity	Upper Extremity
Cardboard box or product packaging builder	Yes	Yes	Possible
Comparison shopper (are suppliers providing best product/prices, what prices/services are competitors offering)	Yes	Yes	Yes
Conduct customer opinion surveys (via telephone)	Yes	Yes	Yes
Designer assistant	Yes	Yes	Possible
Develop safety training schedule, identify and schedule topics/trainers	Yes	Yes	Yes
Foreign language translator (translate policies/practices/posters to other common language)	Yes	Yes	No
Label pipes/conduit/breaker boxes	Yes	Yes	Yes
Machine guard inspector/painter	Yes	Yes	Yes
Machine operator that includes light/no-material handling	Possible	Possible	Yes
SDS book updater/organiser	Yes	Yes	Possible
Paint room attendant	Yes	Yes	Yes
Painter (building support posts, kerbs/barriers, machine guards, floor striping, small signs)	Possible	Yes	Yes
Pallet and high stack rack inspector	Yes	Yes	Yes
Power tool inspector/inventory taker/minor maintenance	Yes	Yes	Possible
Product packaging labeller	Yes	Yes	Yes
Parts runner	Possible	Possible	Yes
Power tool inspector/inventory taker/minor maintenance	Yes	Yes	Possible
Pre-shift prep (arrive prior to shift start, have all tools and equipment out and ready to go)	Possible	Possible	Possible
Production assistant	Yes	Yes	Yes
Quality control inspector	Yes	Yes	Yes
Small-parts deburring operator	Yes	Yes	Possible
Superintendent/manager assistant	Possible	Possible	Possible
Tool sharpener or tool and property engraver	Possible	Yes	No
Trade show booth person	Possible	Possible	Possible
Vehicle/equipment washer	Possible	Possible	Possible
Attend supplier-provided speciality or recurring training	Yes	Yes	Yes
Conduct ergonomic assessments	Yes	Yes	Yes
Cross trainer/mentor	Yes	Yes	Yes
Post/fax delivery for small parcels	Possible	Possible	Yes
Outside maintenance (weeding, planting, watering)	Yes	Yes	Yes

# CHECKLIST | PERSONAL PROTECTIVE EQUIPMENT (PPE)

Presented by Holloway Insurance Services

For:	Date:
Inspector Name:	Inspector Signature:

	YES	NO	N/A
Are you assessing the workplace to determine if hazards that require the use of PPE—like, head, eye, face, hand, or foot protection—are present or are likely to be present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If hazards or the likelihood of hazards are found, are you selecting and having affected employees use properly fitted PPE suitable for protection from these hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee been trained on PPE procedures, such as what PPE is necessary for a job task, when they need it, and how to properly adjust it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hard hats provided and worn where danger of falling objects exists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hard hats inspected periodically for damage to the shell and suspension system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing or penetrating actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are approved respirators provided for regular or emergency use where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all protective equipment maintained in a sanitary condition and ready for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where special equipment is needed for electrical workers, is it available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood or other potentially infectious materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is protection against the effects of occupational noise exposure provided when sound levels exceed those set by the Control of Noise at Work Regulations 2005?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilt toxic or otherwise hazardous materials or liquids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there appropriate procedures in place for disposing of or decontaminating PPE contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Public/Products Liability Insurance

The only way to effectively protect the assets of your business is to carry adequate insurance cover. Liability insurance protects your business from damages caused by bodily injury or property damage for which your business is found to be legally liable.

### What Does Public/Products Liability Insurance Cover?

A comprehensive public and product liability policy provides cover for claims of bodily injury or other physical injury, personal injury, advertising injury and property damage as a result of your products, premises, or operations. As a safeguard against liability, the policies allow you to continue your normal operations while dealing with real or fraudulent claims of negligence or wrongdoing. Liability policies also provide cover for the cost to defend and settle claims. Typical liability policies may cover:

- **Personal and Advertising Injury** – Protects against offences made by you or your staff during the course of business, such as libel, slander, disparagement or copyright infringement in advertisements.
- **Defence Costs** – Provides cover for legal expenses for liability claims brought against your business, regardless of who is at fault.
- **Medical Expenses** – Provides cover for medical expenses if someone is injured on your premises or by your products.
- **Premises and Operations Liability** – Provides cover for bodily injury and property damage

sustained by others on your premises or in conjunction with your business operations.

- **Products Liability** – Provides cover for bodily injury and property damage sustained by others as a result of your products.

### How Much Cover Does Your Business Need?

The cover that your business needs depends on:

- **Perceived Risk** – Consider the amount of risk associated with your business operations and functions. For instance, if you manufacture heavy machinery, you would generally need more cover than another organisation that manufactures stuffed animals.
- **Business location**—Depending on where you operate your business, you may face different risks. For example, manufacturing in an area with an increased likelihood of property damage or theft will likely equate to the need for more cover.
- **Type of Product Manufactured** – If you manufacture a dangerous product, you may want to carry higher limits of liability.

### Other Ways to Protect Your Business

- Establish a high standard for product quality control at your organisation.
- Keep all company records up to date and accurate.
- Train your employees thoroughly.

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# Manufacturing Commercial Insurance Profile

## Third Quarter 2018

### CO2 Shortage: Save Your Supply Chain with Business Continuity

Manufacturers throughout the country are struggling to cope with the continued carbon dioxide (CO2) shortage. The shortage, which is a result of several supplier plants either shut down for maintenance or closed altogether, has hit food and drink manufacturers particularly hard. Due to this major supply chain disruption, these organisations are left without a key ingredient to their products, leaving supermarket shelves empty and pubs dry. Such a supply chain disaster highlights the importance of developing a strong business continuity plan. Consider the following best practices to bolster your business continuity plan:

- **Test it out**—Test your plan by performing a staff walk-through and using digital simulations to catch human errors. A fresh pair of eyes and a little help from technology can ensure a near-perfect plan.
- **Inform your employees**—Often, companies fail to spread awareness about their business continuity plan to all employees. However, it is vital for everyone to understand the plan, as this practice will ensure everything runs smoothly and effectively in the event of a disaster.
- **Back it up**—As the use of workplace technology and cyber-threats increase, it is important to ensure your organisation’s data and online resources are secure. In addition to developing a strong security system, store data and resources in more than one secure location to prevent complete loss in the event of a cyber-attack.

Apart from a strong business continuity plan, provide your company with ultimate peace of mind by purchasing business interruption cover. For more information, contact Holloway & Gauntlet Insurance Services today.

### Adopting ‘Industry 4.0’ with Ease

Slow and steady is a smart move in the realm of the Fourth Industrial Revolution (Industry 4.0) for medium-sized manufacturers. While the revolution entails exciting updates for your organisation, such as lower operating costs and improved equipment effectiveness, rushing to adopt these initiatives without proper planning can be costly. In fact, 15 per cent of Internet of Things projects fail, according to a study by Cisco. To ensure a successful transition to Industry 4.0, follow these tips:

- **Start small**—Instead of attempting to re-engineer your entire organisation at once, focus on one specific, measurable area with more downtime first. This practice will allow you to analyse what works and what doesn’t as you continue to implement initiatives.
- **Understand the risk**—Although advanced technology is exciting, it carries the threat of potential cyber-attacks. Be sure to implement proper security measures for all things digital.
- **Connect with IT**—Don’t embark on this journey alone. Consistently communicate with your IT department or provider while transitioning to get an expert opinion on your efforts.

### Continuity Chaos: Statistics Reveal Poor Preparation for Business Interruption

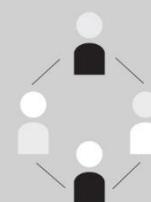
- **55%** of organisations lack a full disaster recovery plan with documented test activities

DISASTER PLAN

- **72%** of organisations do not assess supply chain vulnerabilities within their plan



- **42%** of organisations reported no direct communication between departments concerning business impact analysis



Source: IBM Global Technology Services

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# HSE SAFETY CORNERSTONES

Provided by  
Holloway & Gauntlet Insurance Services

February 2019

## Keep an 'Eye' on Employee Vision: How Eye Care Can Improve Productivity

Ensuring safe and clear vision can help employees across sectors complete their job effectively and protect their eyes from on-site dangers. However, recent research revealed that prioritising eye care in the workplace offers even greater advantages, including overall employee well-being and increased productivity.

Although only 52 per cent of organisations currently provide employees with eye care at work, a recent study by Specsavers Corporate Eyecare found that 42 per cent of HR decision makers believe offering workplace eye care improves overall employee health and well-being. Not to mention, 37 per cent of respondents reported the potential for increased productivity due to eye care offerings, seeing as eye-related ailments (headaches and tired eyes) would decrease. Further, 35 per cent of respondents believe improved morale would occur as a result of prioritising employee eye health.

Apart from these various benefits, many employers may be required to provide eye care due to the nature of their working environment. Laws such as the [Display Screen Equipment](#) and [Personal Protective Equipment \(PPE\) at Work](#) regulations state that employees must receive necessary eye care at work to prevent safety hazards.

Consider the following tips for prioritising eye care in the workplace:

- Regularly assess your employees' workstations for potential eye-related risks. Remove as many hazards as possible and reduce additional risks by providing staff training and implementing proper controls, such as PPE or necessary spectacles.
- Conduct routine eye exams to ensure your employees meet the vision standards required for completing their job effectively and are aware of any eye ailments that require treatment.

## Landlord and Contractor Are Fined After Asbestos Breach

Both a landlord and building contractor were fined after a property demolition resulted in the release of large amounts of asbestos fibres. The landlord hired a building contractor to replace a conservatory containing asbestos panels at a rented property, which caused asbestos to spread as the panels were removed in an uncontained manner.

An HSE investigation revealed the landlord failed to carry out an asbestos survey prior to starting work. Further, the contractor should have required the survey before beginning work. The two were given the following fines:

- **The landlord** was fined £1,200 and ordered to pay costs of £607.21.
- **The contractor** was sentenced to 150 hours unpaid work and ordered to pay costs of £596.61.

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# Product Recall Policy

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## Introduction

is dedicated to manufacturing the highest quality [INSERT WHAT TYPE OF PRODUCT YOU MANUFACTURE] possible. We take great care to ensure that each product undergoes a rigorous inspection process before being approved for distribution. However, if a product of questionable quality were to evade detection during the inspection process, our recall policy will be put into effect.

Product recall is necessary when a product that we have manufactured and distributed has the potential to be hazardous to the consumer. Our recall programme will effectively remove all products that have been identified as being potentially hazardous from circulation.

All products that are manufactured by have production dates, 'best before' dates or lot codes attached to them. We annotate production codes on the packing slips for all products that we approve for distribution. In the event of a problem with any product, we will contact customers or end users that have received the product by phone, fax or email, to provide guidance on how to properly handle and return the affected product. [NOTE: This section may differ depending on your company's process for labelling and tracking your products. If there are differences, outline them in the above section and remove any unnecessary items.]

will make sure that each identified questionable product is returned or accounted for (either on a local or regional basis) to ensure the safety of the public.

Public warnings will be issued for questionable products that present serious health hazards. The warning will be issued through the media (either on a local or regional basis) to ensure the safety of the public. If necessary, we will also involve any applicable government agencies for assistance.

## Legal Responsibility

Under the Sale of Goods Act 1979, all products that manufactures must meet the following criteria:

- Be 'fit for purpose';
- Be of satisfactory quality; and
- Fit its description.

By meeting the standards set by this criteria, we ensure that our products fulfil the purpose that the costumer has been led to expect as well as the reasons that led them to purchase it.

## Aim

The main objectives of the recall policy are to:

1. Stop the distribution and sale of questionable products;
2. Effectively notify management, customers or end users, and applicable government agencies of the recall;
3. Efficiently remove questionable products from the marketplace;
4. Remove questionable products from the warehouse and distribution areas;
5. Effectively and safely dispose of questionable products;

PLAYING IT SAFE

# MANUFACTURING

## Never Tamper With Machine Guards

*They are for your safety and protection*

Working with machinery and other heavy equipment is one of the top causes of manufacturing injuries. In fact, thousands of workers each year suffer from amputations, lacerations, crushing injuries and abrasions—some of which result in death.

Despite the potential for serious harm, many workers still do not take machine hazards and machine guarding seriously. Often, machine guards thought to interfere with production are tampered with or removed by employees or unintentionally left off machines after repair work is done. In situations like these, employees are unnecessarily exposed to hazards that can severely injure or kill them.

### What You Can Do

- Be able to identify various machine guards and how they protect you and your co-workers.
- Understand your role. For example, if you are a machine operator, it is your responsibility to know how guards work and how to keep them in good working condition. If you repair or maintain machinery, it is your responsibility to ensure the guard is securely back in place when your work is complete.
- Know who is permitted to remove a safeguard and under what circumstances it is okay to remove it.

- Contact your supervisor if a safeguard is damaged, missing, provides inadequate protection or is itself a hazard.
- Be aware of the disciplinary actions that you may face as a result of tampering with or removing a safeguard, including not inspecting the machine before using it or not following machine safety procedures.
- Have a safety-first attitude towards machinery and respect the work it does—as well as the injuries it can cause.

### Make Safety a Priority

While machine guards are made for your protection, your cooperation is needed to ensure that they work properly.

Always complete maintenance or repairs as scheduled, ensure guards are in place before using any machine and let your supervisor know if you see an unsafe working condition.

Maintaining a safe work environment is a team effort, so do your part to ensure both you and your co-workers' safety.

Be safe and healthy on-site at with these helpful tips provided by **Holloway Insurance Services**.

### Did You Know?

Contrary to popular belief, machine guards can actually make production faster. When no guard is present, injuries are common. Plus, accidents halt the production line. When guards are in place, operators can feel secure and often work faster knowing they are protected from the machine's hazards.

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# safety matters

Manufacturing  
Toolbox Talks for

From your safety partners at Holloway Insurance Services

## Falling and Flying Objects on the Floor

Objects falling from above can pose a serious danger, and you are at increased risk when others are working above you on the manufacturing floor. Employees on the manufacturing floor are also at risk of injury from flying objects when tools are pushed, pulled or pried and become airborne.

Take this risk seriously; injuries resulting from flying objects can be severe, ranging from broken bones to paralysis to death. Follow these guidelines to reduce your risk of injury from falling and flying objects.

### General Precautions

- Always wear a hard hat and carefully maintain it. Excessive exposure to paint, some cleaning agents, sunlight and heat can all weaken hard hats. Wash them using warm water and never store them in the back window of your car.
- Stack materials to prevent sliding, falling and collapse.

### When Working at a Height

- Do not work under moving loads.
- Barricade hazard areas and post warning signs of the dangers on-site.
- Inspect hoists to make sure that wire rope, lifting hooks and chains are in good condition.
- Use toe boards, screens and guardrails on scaffolds to prevent objects from falling.
- Use debris nets, catch platforms or canopies to catch or deflect objects.

- Never exceed the lifting capacity of hoists.
- Secure tools and materials to prevent them from falling on others below.
- Never put hand tools in your pocket. They could slide out and injure a co-worker when you bend over.

### Power Tool and Machine Precautions

- Wear safety goggles and face shields when operating machinery or tools that cause flying particles.
- Inspect tools to ensure that the protective guards are in good condition before each use.
- Do not use power tools unless you are properly trained on how to do so safely.

### Air Compressor Precautions

- Reduce the amount of compressed air used for cleaning to 2 bar.
- Only use this machine with the appropriate guarding and protective equipment.

### Our Commitment to You

Your safety is our first priority at . If you have any doubt about safety on site—regarding falling objects or any other issue—talk to your supervisor. Keeping you and your co-workers safe requires everyone's cooperation.

**Falling and flying objects can pose a serious danger. Take precautions to protect yourself.**

The content of this document is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly.

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